

CSC Adopted: October 2001 CSC Revised: _____

Class Title: Senior Utility Maintenance Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Schedule, coordinate and assign work to multiple supervisors, crew leaders, technicians, equipment operators and subordinates for the purpose of maintaining and/or repairing water or wastewater systems. Daily contact with citizens, contractors and other city departments. Conduct safety training and inspect worksites daily for OSHA compliance. Prepare reports, evaluation, timesheets and budgets. Schedule and conduct interviews for hiring and promoting personnel. Investigate and make reports on vehicle and personnel accidents. Administers disciplinary action as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Responsible for managing water or wastewater repair projects. Generates and assigns work orders for supervisors and crews. Contacts and meets with citizens, contractors, vendors, private utility companies and other City departments daily ensures City policies and regulations are followed.
2	VH	Reviews and supervises projects from beginning until completion. Inspects work quality and safety so that it meets or exceeds industry standards. Uses computers daily to generate work orders, records related data, fills out timesheets and reviews timesheets of subordinates and assigns overtime as needed.
3	VH	Inspects worksites for departmental crews and private contractors to ensure all City, State and Federal safety rules and regulations are followed daily. Designs and implements safety training for employees. Enters deep excavations, pump stations and uses closed circuit computerized television equipment in manholes daily in all weather conditions.
4	VH	Performs administrative duties by writing reports, keeping daily logs and time sheets, generating work orders, and completing evaluations. Performs emergency and standby work coordination. Assigns Alpha personnel for duties during emergencies and inclement weather events; coordinates work crews for rotating standby shifts and unscheduled calls for repairs.
5	H	Maintains facilities and grounds by applying chemicals to lakes, dredging and harvesting weeds, taking readings and samples, performing maintenance and repairs to facilities, and repairing and maintaining equipment. Meets with all internal and external customers to make decisions on repairs, safety rules and regulations, purchases of material and enforcement of policies daily. Meets with customers prior to and after job completion to ensure that high quality standards are met and maintained.
6	M	Oversees the excavations of ditches and outfalls by assessing their condition, locating utilities, tracking and documenting work progress and addressing environmental issues.
7	M	Controls inventory by taking yearly inventory and procuring supplies and materials from vendors and the City's storehouse while following purchasing guidelines.

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Physical Strength Code		ESSENTIAL FUNCTIONS
8	M	Contributes to the development and preparation of the annual budget by assisting with cost estimates and coordinating the preparation of specifications for equipment and materials.
9	M	Maintains retention ponds by assessing, scheduling and supervising work, tracking costs and assisting in light maintenance of aeration pumps.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Knowledge equivalent to four years of high school or equivalency with additional training beyond high school also desirable.
Experience	More than four years experience as a maintenance repair supervisor.
Certifications and Other Requirements	Valid commercial driver's license. Additional duty-specific training and certification may be required within six months of employment.
Reading	Work requires the ability to read policies and procedures, maps and map scales, grids, various forms, general correspondences and memorandum.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write schedules, log books, accident reports, questionnaires, general correspondence, performance evaluations and memoranda.
Managerial	Managerial responsibilities include supervision of work while in progress and scheduling repairs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Interacts continuously with customers, employees, and others. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions are routinely conducted with customers, citizens and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Inspecting worksites (deep excavations, manholes, pump stations)
Sitting	F	Typing reports using computers, driving, conducting interviews for hiring and promotions
Walking	C	Inspecting worksites, customer relations internal and external
Lifting	C	Supplies, equipment, tools and opening manhole covers
Carrying	C	Supplies, equipment and tools
Pushing/Pulling	C	Opening manhole covers, entrances to pump stations, putting in and pulling ut CCTV equipment
Reaching	C	To retrieve equipment from manholes, excavations and pump stations
Handling	C	Tools, equipment and raw sewage
Fine Dexterity	C	Use of computers, fax machines, copiers, digital cameras, printers, M-scopes, Gas meters
Kneeling	F	To use M-scopes, hand held levels, opening cleanout boxes, inspecting inside manholes
Crouching	F	To install CCV equipment into manholes, hand held levels, use of M-scopes
Crawling	F	To inspect pipe line, manholes and pump stations
Bending	C	To inspect pipe line, manholes and pump stations
Twisting	F	To load and unload equipment and materials
Climbing	C	To inspect deep excavations, manholes and pump stations
Balancing	C	On ladders entering and existing deep excavations, manholes and pump stations
Vision	C	Use of electronic equipment, driving, reading, and making reports use of goggles for eyes
Hearing	C	Loud equipment (air comp, pumps, motors, backhoes, etc.) Use of hearing protection over ears
Talking	C	On telephones to customers, work personnel, safety
Foot Controls	F	To operate equipment
Other (specify)	C	Must work in extreme weather and hazardous conditions (raw sewage, traffic, confined spaces)

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Utility vehicle, dump truck, backhoe, payloader, portable power tools, tape measure/ruler, hand tools, computer, City-supported computer software, printer, copier fax machine, pumps, generators, air compressor, electrical testing equipment, gas meters, M-Scope, electrical motors, metal detectors, trench boxes, first aid and safety equipment. Video and digital cameras.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	D	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	D		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

- (1) Inclement weather
- (2) City streets

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety vest, steel-toe shoes, gloves, hearing protection, eye protection, confined space oxygen sensor and first aid kit.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	R

- (3) Irrate customers